

## **EDITED TASK LISTING**

### **CLASS: BUSINESS SERVICES ASSISTANT (SPECIALIST)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	<b><u>CONTRACTS:</u></b>
	Monitor equipment warranties to ensure continuity of services.
<b>2.</b>	Initiate and/or review service contract specifications.
<b>3.</b>	Compare invoices with the terms and conditions of contracts.
<b>4.</b>	Initiate and/or recommend approval of service and expense orders.
<b>5.</b>	Review and ensure appropriate signature levels.
<b>6.</b>	Resolve disputes/discrepancies concerning contracts.
<b>7.</b>	Communicate orally to vendors, requesters, management, peers, control agencies, and other institutions to obtain and share information relating to business service policies, procedures and regulations.
<b>8.</b>	Identify appropriate funding sources and put on all documents.
<b>9.</b>	Provide training to departmental staff on business service operation procedures.
<b>10.</b>	Perform site walk through.
<b>11.</b>	Liaison with Institution Contract Section.
<b>12.</b>	Maintain Contract Log.
<b>13.</b>	Maintain Service and Expense Order/Direct Pay Log.
<b>14.</b>	Obtain sole source justification, analyze and categorize for completeness and DGS standards to process forward or reject.
<b>15.</b>	<b><u>PROPERTY</u></b>
	Write justification for replacement office equipment.
<b>16.</b>	Communicate orally to vendors, requesters, management, peers, control agencies, and other institutions to obtain and share information relating to business service policies, procedures and regulations.
<b>17.</b>	Enter data into property management system.
<b>18.</b>	<b><u>PROCUREMENT</u></b>
	Solicit price quotations from vendors via letter, phone or catalog.
<b>19.</b>	Gather, compile and calculate numerical purchasing data for required reports using standard formats.
<b>20.</b>	Obtain sole source justification, analyze and categorize for completeness and DGS standards to process forward or reject.
<b>21.</b>	Review and rewrite procurement justifications.
<b>22.</b>	Compose/draft memos/letters for internal and external communication purposes.
<b>23.</b>	Communicate orally to vendors, requesters, management, peers, control agencies, and other institutions to obtain and share information relating to business service policies, procedures and regulations.
<b>24.</b>	Review and audit procurement documents for compliance with departmental mandates, legal and/or approval requirements i.e., standard forms 204 and 21, DVBE/Small Business, approvals – departmental, agency, business service forms, PIN, etc.
<b>25.</b>	Identify and note appropriate funding sources on all documents.
<b>26.</b>	Upon completion of the review process, determine the correct method of procuring materials or services.
<b>27.</b>	Screen vendors for potential use.

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28.	Resolve disputes/discrepancies concerning the procurement process.
29.	Lead support staff and inmates.
30.	Track orders to ensure expeditious delivery of purchased goods.
31.	<b><u>TELECOMMUNICATIONS</u></b> Communicate orally to vendors, requesters, management, peers, control agencies, and other institutions to obtain and share information relating to business service policies, procedures and regulations.
32.	Track cell phones and telephone credit cards.
33.	Maintain accountability and track the service and maintenance of pagers.
34.	<b><u>LEASING</u></b> As an assistant to a higher level BSO, help with assigned portions of the leasing process for space and equipment.
35.	Communicate orally to vendors, requesters, management, peers, control agencies, and other institutions to obtain and share information relating to business service policies, procedures and regulations.
36.	<b><u>GENERAL</u></b> Read, learn, and apply various policies, procedures and regulations pertaining to business service functions.
37.	Gain familiarity with use and application of standard office machines and equipment.
38.	Collect data and generate various management reports.
39.	Maintain vehicle accountability.
40.	Maintain accountability of General Services Cards.
41.	Maintain accountability of Official State Gas Cards.